



CAREER EXECUTIVE ASSIGNMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

EXAMINATION ANNOUNCEMENT

DEPARTMENT: OFFICE OF THE STATE CONTROLLER

LEVEL: C.E.A. LEVEL III

POSITION TITLE: DEPUTY STATE CONTROLLER, POLICY

SALARY RANGE: \$7648-\$8432

FINAL FILING DATE: April 10, 2003

POSITION SCOPE:

Under the general direction of the Chief Deputy State Controller, Policy, represent the State Controller on designated boards and commissions and provide policy analysis on key issues affecting the State Controller's Office.

DUTIES/RESPONSIBILITIES:

With general direction provided by the Chief Deputy State Controller, Policy support and represent the State Controller on various boards and commissions, by providing legal analysis on proposed policy and changes to existing policies; offering counsel to the Chief Deputy concerning areas that may impact the financial and/or business concerns of the Controller. Specific duties include but will not be limited to the following:

- Represent the State Controller's constitutional interests by participating on assigned boards and/or commissions within the jurisdiction of the Controller;
- As a Policy team member, prepare briefing packages in relationship to the assigned board and/or commission;
- Research the legalities and justifications for the implementation of new policies and practices as they relate to the discharge of the responsibilities of the board/commission in question;
- Conduct legal analysis covering issues presented during board/commission hearings that may impact the mission of the board/commission or the interest of the State Controller's Office;
- Prepare recommendations and/or position statements to the Chief Deputy for consideration by the Controller on issues requiring a response;
- Assist in the review of proposed legislation providing legal interpretation and/or positions in behalf of the Office of the State Controller;
- Travel to various locations for committee meetings and/or informational updates with the Chief Deputy, other Senior Executive Staff, or the State Controller;
- Meet with special interest groups, stake holders, officials from affected departments/agencies, or legislative staff impacted by proposed decisions, policies, or rules being considered for adoption by a specific board/commission in the discharge of their responsibilities.

EXAMINATION INFORMATION:

The examination process will consist of an application screening by a designated screening committee. Using predetermined evaluation criteria, qualified applicants will be competitively ranked according to their personal qualifications. Interviews may be conducted with the most qualified applicants. Qualified applicants will be notified of their final ranking on the employment list. The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months, or a new examination may be scheduled.

MINIMUM QUALIFICATIONS:

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

Applicants must also satisfy the minimum qualifications shown below:

- A. Ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:
- 1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management.
 - 2) Ability to plan, organize, and direct the work of multi-disciplinary, professional, and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program, to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administration matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's equal opportunity office objectives.
- B. This knowledge and ability should be obtained from the following kinds of experience: Extensive managerial and program administrative experience, which has included substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control and fiscal and personal management. (Experience may have been paid or volunteer in State service, other government settings, or in a private organization.)

DESIRABLE QUALIFICATIONS:

- Detailed knowledge of the State Controller's constitutional and statutory responsibilities as the Chief Fiscal Officer of the State of California and a member of boards and commissions;
- Well-developed administrative, managerial and interpersonal skills and abilities;
- Extensive knowledge of the principles and practices of public administration, organization and management;
- Working knowledge of the legislative processes for the State of California;
- Membership to the California State Bar.

Please send a typed resume and Standard State Application (Form 678) to:

Office of the State Controller
Attn: Examination Unit
300 Capitol Mall, 6th Floor
Sacramento, CA 95814

Person to contact:

Elena Apodaca
Telephone number: (916) 322-7646
TDD to Voice: 1-800-735-2929
Voice to TDD: 1-800-735-2922

Bulletin Release Date: April 03, 2003